



## **ATHLETIC TRAINING PROGRAM**

### **STUDENT HANDBOOK, POLICIES & PROCEDURES**

**College of Health Professions  
School of Sport Science & Wellness Education**

**Revised June 2017**



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## INTRODUCTION

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### Athletic Training Profession

Athletic training is a critical element of the medical profession that encompasses the prevention, evaluation and diagnosis, treatment and rehabilitation of musculoskeletal and various other medical conditions. Athletic Trainers are health care professionals who collaborate with physicians to optimize individuals' activity and participation in athletics, work and life. They understand and use preventive measures to ensure the highest quality of care for every athlete, patient or client. Athletic Trainers provide standard immediate care procedures used in emergency situations, independent of setting. Athletic Trainers follow standardized clinical processes in the area of diagnostic reasoning and medical decision making. Prior to treatment, Athletic Trainers assess the patient's level of function. The patient's input is considered an integral part of the initial assessment. In development of a treatment program, Athletic Trainers determines appropriate treatment, rehabilitation and/or reconditioning strategies. Treatment program objectives include long and short- term goals in consideration to realistic and expected outcomes of the patient. Athletic Trainers, with collaboration of the physician, recommend discontinuation of the athletic training service when the patient has received optimal benefit of the program. To ensure professional responsibility all services are documented in writing by Athletic Trainers and are part of the patient's permanent records.

The scope of practice for Athletic Training is defined by two professional documents. The *Athletic Training Education Competencies*, published by the National Athletic Trainers' Association. This document outlines the knowledge, skills and clinical abilities that allow the entry-level athletic trainer to provide athletic training services. These abilities are outlined within eight content areas:

- Evidence Based Practice
- Prevention and Health Promotion
- Clinical Examination and Diagnosis
- Acute Care of Injury and Illness
- Therapeutic Interventions
- Psychosocial Strategies and Referral
- Healthcare Administration
- Professional Development and Responsibility

The *Role Delineation Study* is published by the Board of Certification, Inc. and also identifies essential knowledge and skills for the athletic training profession and serves as a blueprint for the certification exam. In general, it is used to identify and prioritize the critical tasks of the athletic training profession and the essential competencies an individual should possess to perform the required functions satisfactorily. Furthermore, it is used to establish a defined a set of domains, tasks and associated knowledge and/or skills necessary to carry out the responsibilities of the job to the standards required for certification. The *Role Delineation Study* outlines the athletic training profession into 5 domains:

- Injury/Illness Prevention and Wellness Protection

- Clinical Evaluation and Diagnosis
- Immediate and Emergency Care
- Treatment and Rehabilitation
- Organization and Professional Health and Well-being

Certified Athletic Trainers are employed in various settings. Most commonly, athletic trainers work in professional settings, colleges and universities, secondary schools, and rehabilitation clinics. Emerging employment settings include hospitals and clinics, industrial/occupational, military, performing arts, physician extender and public safety.

Certified Athletic Trainers must obtain a Bachelor's or Master's degree in athletic training from a CAATE accredited college or university. Athletic training education programs require many hours of educational coursework and practical experience to meet entry-level expectations of a Certified Athletic Trainer. Typical coursework includes Anatomy, Physiology, Kinesiology, Psychology, Emergency Care, General Medical Aspects, Therapeutic Modalities, Therapeutic Exercise, Strength and Conditioning, Orthopedic Evaluation & Management, and Nutrition. Clinical education courses are also a major component of athletic training education.

After completing the academic program, students are eligible to sit for the Board of Certification, Inc. certification exam. The certification examination consists of a computer based examination that evaluates the skill components of the domains of athletic training, as well as computer based simulated situations designed to resolve cases similar to those they might encounter in actual practice. Athletic training students, who pass the certification examination, proving they have the entry-level skills and knowledge within each of the domains mentioned above, earn the designation "ATC." There are additional state regulations that may require individuals to obtain a state license, certification or registration prior to practicing athletic training.

### **Athletic Training Program at UA**

The Athletic Training Program at The University of Akron is unlike any other major on campus. You, as a student in the program, have undergone a selective admission process that enabled you to be part of this program. Like the athletic training profession, this program is very dynamic offering new challenges every day. In the classroom students are challenged to learn the most current methods for injury prevention, recognition, and care. An athletic training student also learns from preceptors they are assigned to each and every day. The student must learn early how to take full advantage of both types of learning environments.

During the next six semesters at UA you, as an athletic training student, will face many challenges. One of the hardest things is balancing a full class load with athletic training program commitments, and trying to maintain a normal life. As a student, your first and foremost obligation is to school; make sure you are attending and participating in all of your classes in order to maintain a minimum GPA of 2.75 and a "C" in all of your courses. As a student in the athletic training education program you are expected to be committed to your clinical education. A minimum of 150 hours each semester must be completed and it is imperative that you take advantage of any time and experience that you can get in the athletic training educational settings. Students who use effective time management skills should be able to handle the

stresses placed upon them in life along with this demanding academic choice. As a student, you must remember that your education is twofold: classroom and clinical, as both are critical for your long-term success. You will get out of this experience what you put into it, so work hard and always look to learn in any situation you are placed in during your participation in the ATP at UA.

## **MISSION STATEMENTS**

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### **The University of Akron**

The University of Akron, a publicly assisted metropolitan institution, strives to develop enlightened members of society. It offers comprehensive programs of instruction from associate through doctoral levels; pursues a vigorous agenda of research in the arts, sciences and professions; and provides service to the community. The University pursues excellence in undergraduate education, and distinction in selected areas of graduate instruction, inquiry, and creative activity.

### **The College of Health Professions**

The College of Health Professions improves life for individuals, families and communities by providing health and wellness education with appropriate interventions and solutions that are inter-professional, innovative and influential. The College prepares students to advance human well-being and to thrive in a rapidly evolving global environment.

### **The School of Sport Science and Wellness Education**

The mission of the School of Sport Science and Wellness Education is to prepare students to become professionals in teaching and related fields of sport science and wellness based upon current professional standards and ethics. We educate our students to serve people of all ages, ethnicities, cultural backgrounds, and health conditions. The department shall apply its knowledge bases, through various technologies, to both research and service activities within the University setting and to community constituencies.

### **The Athletic Training Program**

The mission of the Athletic Training Education Program at UA is to prepare competent entry-level Certified Athletic Trainers who will be eligible for certification and licensure, and will be prepared for employment as athletic trainers in their chosen allied health career path. Students will complete challenging course work and be provided numerous clinical rotations with physically active populations and allied health professionals which are designed to provide enhanced learning experiences.

### **Athletic Department**

Our purpose is to further the educational mission of the University by developing the student-athlete as a total person. We foster a collegiate experience that promotes academic achievements, athletic excellence and social responsibility. We celebrate the success of our student-athletes to cultivate pride, enthusiasm and commitment among faculty, staff, students, alumni and the greater Akron community.



## **PROGRAM GOALS**

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The goal of the Athletic Training Program is to provide athletic training student with comprehensive training through coursework and clinical experiences in the areas of:

- Risk management and injury prevention
- Pathology of injury and illness
- Orthopedic clinical examination and diagnosis
- Medical conditions and disabilities
- Acute care of injuries and illnesses
- Therapeutic modalities
- Conditioning and rehabilitative exercise
- Pharmacology
- Psychological intervention and referral
- Nutritional aspects of injuries and illnesses
- Health care administration
- Professional development and responsibility

## **PROGRAM OBJECTIVES**

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The objectives of the Athletic Training Program align with our mission and vision of the program, school and college. They directly correlate to our program outcomes of:

### ***Quality Instruction***

Students will experience diverse and comprehensive didactic and clinical instruction via instructors and strategies that focus on developing “well rounded” health care providers.

- 1.1 Employ exemplary faculty and staff to deliver the highest level of instruction using the best available resources.
- 1.2 Offer students a variety of quality clinical sites that provide valuable quality experiences for students.
- 1.3 Recruit and retain diverse and quality health care professionals as preceptors.
- 1.4 Provide learning environments that foster student learning.

### ***Student Learning***

Students will complete a successful progression through a sequential and progressive didactic and clinical curriculum that permits students to gain the foundational knowledge and psychomotor skills to matriculate through the professional program.

- 2.1 Demonstrate professional written and oral communication skills to interact with healthcare professionals and patients in a variety of settings.
- 2.2 Demonstrate evidence-based practice and critical thinking skills to be an effective athletic trainer.
- 2.3 Demonstrate moral, ethical, legal behaviors of personal and professional integrity in order to deliver effective health care.
- 2.4 Demonstrate competence in knowledge, skills, and abilities consistent with appropriate program sequencing.

### ***Overall Program Effectiveness***

Develop entry-level athletic trainers prepared to enter the health care work force.

- 3.1 Exceed university goals in regards to graduation and retention rates.
- 3.2 Socialize students into the profession of athletic training through extracurricular activities that promote leadership and professional development.
- 3.3 Students will score on the BOC exam in a range that is comparable to national average scores.
- 3.4 Graduates will be employable or seeking further education in a health related field.

## DIRECTORY

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Athletic Training Education Program  
InfoCision Stadium 317  
Akron, OH 44325-5103

Name	Office	Phone	Email
<u>Academic Faculty</u>			
Stacey Buser Program Director	InfoCision Stadium 307I	330-972-7475	buser@uakron.edu
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## **GLOSSARY OF TERMS**

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ATP	Athletic Training Program
Program Director (PD)	The full-time faculty member at the institution and a BOC Certified Athletic Trainer responsible for the administration and implementation of the ATP.
Clinical Education Coordinator (CEC)	The individual a program may designate as having the primary responsibilities for the coordination of the clinical experience activities associated with the ATP.
Preceptor	A certified/licensed profession who teaches and evaluates students in a clinical setting using an actual patient base.
Commission on Accreditation of Athletic Training Education (CAATE)	To provide premier accreditation services to institutions that offer Athletic Training programs, verify that all CAATE accredited programs meet Standards for professional athletic training education and support continuous improvement in the quality of athletic training education.
Board of Certification (BOC)	Establishes and regularly reviews both the standards for the practice of athletic training and the continuing education requirements for BOC Certified ATs. The BOC has the only accredited certification program for ATs in the US.
National Athletic Trainers' Association (NATA)	The professional membership association for certified athletic trainers and others who support the athletic training profession.
Affiliate Sites	Institutions, clinics, or other health settings not under the authority of the university but that are used by the ATP for clinical experience. All affiliate sites must have an affiliation agreement in place with the university.

## ACADEMIC REQUIREMENTS

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### Overview

The following are goals and objectives established to help ensure students get the best academic and clinical experience:

- To provide each student with the competencies and clinical skills necessary to successfully complete the BOC certification examination.
- To produce qualified athletic training professionals for employment in a variety of professional settings.
- To prepare each student for graduate education directed toward employment opportunities in educational, medical or other allied health professional employment settings.
- To provide each student with professional and ethical conduct guidelines and require students to act according to these guidelines at all times.
- To promote and educational atmosphere that will provide each student with quality educational experiences in both the classroom and the clinical setting.
- To provide each student with opportunities to develop and enhance clinical skills necessary to function as an entry-level athletic trainer.
- To provide each student with a variety of clinical rotation experiences in a variety of medical and clinical settings.

### Program Admission

The University of Akron Athletic Training Program has a selective admission process. Applications for admission are accepted once per year and are due on or before the last day of classes in the spring semester for fall admission. Applications are reviewed for completeness by the Program Director. Applicants meeting all admission requirements are telephoned and scheduled for an interview scheduled during finals week of the spring semester.

Admission applications can be obtained via the web at <http://www.uakron.edu/education/academic-programs/sswe/programs/athletic-training>, or from the Program Director. The Program Director is located in InfoCision Stadium 307I.

The ATP admissions process contains the following elements:

- Pre-requisite coursework  
Applicants must have a GPA of at least 2.75 and achieve a “C” or better the following courses:  
3100:200 Anatomy & Physiology I  
3100:201 Anatomy & Physiology I Lab  
3100:202 Anatomy & Physiology II  
3100:203 Anatomy & Physiology II Lab  
5550:110 Introduction to Athletic Training  
5550:150 Concepts of Health & Fitness  
5550:240 Care and Prevention of Athletic Injuries

## 5550:241 Care and Prevention of Athletic Injuries Lab

- Admission application  
A completed application must be submitted on or before last day of classes in the spring semester by 5:00 pm. The application should be submitted to the Program Director in InfoCision Stadium 307I. The admission application consists of: student demographics, academic performance, volunteer experience, two letters of recommendation, and the submission of two essays.
- Essay questions  
Two typewritten answers to essay questions contained on the admission application.
- Two letters of recommendation  
Two typewritten letters are required. One of the letters **MUST** come from a University of Akron faculty member. Both letters must be submitted to the ATP Program Director in a signed and sealed envelope by last day of classes of the spring semester. If mailed, letters should be addressed to Stacey Buser, ATP Program Director, InfoCision Stadium 307I, Akron, OH 44325-5103.
- Interview  
Interviews of potential candidates will be conducted during finals week of the spring semester by a committee consisting of the Program Director, Clinical Education Coordinator, and several staff athletic trainers.

### *Program Acceptance Notification*

Students are notified of ATP admittance or denial via letter from the program director two-three weeks after spring grades are posted.

### *Program Denial Procedure*

Students that are denied admittance will be notified via letter 2-3 weeks after spring grades are posted. They are encouraged to submit an admission application for the next admission deadline the following year. Students must follow the same procedure for program admission.

## **Core ATP Coursework Requirements**

The University of Akron Athletic Training Program course requirements and sequencing are outlined in the 4-year plan (Appendix A). It is imperative that students follow the 4-year plan for proper progression of athletic training competencies and proficiencies.

Athletic training students are required to receive a grade of “C” or better in all ATP core coursework, as well as all 5550 courses. The following is a list of ATP core coursework:

5550:110	Introduction to Athletic Training
5550:212	First Aid and CPR for the Professional Rescuer
5550:240	Care and Prevention of Athletic Injuries
5550:241	Care and Prevention of Athletic Injuries Lab

	5550:242	Therapeutic Modalities
*	5550:243	AT Lab I
	5550:250	Principles of Athletic Training
	5550:260	Sport Rules & Regulations
	5550:275	Advanced Injury Management: Lower Extremity
*	5550:276	AT Lab II
	5550:332	Therapeutic Exercise & Rehabilitation I: Principles
*	5550:333	AT Lab IV
	5550:342	Advanced Injury Management: Upper Extremity
*	5550:343	AT Lab III
	5550:360	Practicum I
*	5550:395	Field Experience
	5550:400	Musculoskeletal Anatomy I
	5550:401	Musculoskeletal Anatomy II
	5550:405	Clinical Experience I
	5550:412	General Medical Aspects
	5550:415	Seminar in AT
*	5550:444	AT Lab V
	5550:445	Therapeutic Exercise & Rehabilitation II: Applications
	5550:449	Organization & Administration: HCP
	5550:456	Research Seminar
	5550:465	Psychology of Injury Rehabilitation
	5550:467	Practicum II AT
	5550:470	Orthopedic Injury & Pathology

Students who do not meet the criteria of “C” or better in the ATP core coursework will be required to re-take the course in the next semester available.

Students who do not pass clinical education courses (those designated with an asterisks) with a “C” or better will be placed on probation for one academic semester and unable to progress in the ATP. In this case, students will be required to meet with the Program Director and Clinical Education Coordinator prior to continuance in the clinical education program. Students will be required to re-take the clinical course upon availability.

Additionally, athletic training students who fall below a UA cumulative GPA of 2.75 will be placed on one semester of probation. During the probation semester, the athletic training student will be permitted to take the scheduled ATP clinical course and will be given a clinical assignment. However, if the UA cumulative GPA remains below 2.75 at the end of the probationary semester, the student will be removed from the Athletic Training Program and must re-apply for admission.

### **School of Sport Science & Wellness Education Requirements**

Effective fall semester 2005, the School of SSWE requires all students to pass all 5550:xxx courses with a “C” or better. Students who do not meet this requirement will be required to re-take the course prior to graduation.

## **Program Exit Requirements**

Athletic training students must complete the program exit criteria in order to graduate from the athletic training education program. It is the responsibility of the athletic training student to contact the Program Director to arrange the program exit meeting. The criteria consist of the following procedures:

1. Athletic training students must schedule a formal exit interview with the Program Director. This should be scheduled by contacting the Program Director during the final 4 weeks of the semester. The exit interview will take place during the final week of classes or during finals week.
2. The athletic training student must complete an Athletic Training Program, Program Exit Survey.
3. The athletic training student will be required to complete information regarding a current method of contact for athletic training alumni data collection.
4. The athletic training student will be asked to complete a BOC exam release form for ATP outcome data collection.
5. The athletic training student will be asked to provide feedback to the Program Director regarding aspects of the program such as program admission, college of education admission, clinical education, clinical affiliate sites, program exit, and overall educational experience.



## CLINICAL EDUCATION

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Clinical education is a large component of the Athletic Training Program. Students who have met all admissions criteria for the Athletic Training Program are accepted in the clinical education portion of the program. Clinical education refers to the application of knowledge and skills, learned in the classroom and laboratory settings, to actual practice on patients under the supervision of a clinical instructor. Students are required to complete five clinical rotations and must complete at least 150 hours each clinical rotation. Additionally, the ATP includes two practicum courses, one pre-season experience, and one field experience course.

### Clinical Education Requirements

In order to begin clinical education and maintain enrollment, each student must meet the following requirements:

- Physical Exam: Students must show documentation of a medical physical exam prior to starting any clinical education. This can be obtained through the student's health care provider or at Health Services. Students must complete this physical exam at their own expense
- Immunization Records: Students must show proof of their immunization records. Specifically showing record of the following – Hepatitis B, Rubella, Rubeola, Chicken Pox, Mumps and a negative 2 step TB test. Most affiliate sites also require an annual influenza vaccination. Students are financially responsible for completing all immunizations.
- Technical Standards: The technical standards set forth by the Athletic Training Education Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as, meet the expectation of the program's accrediting agency Commission on Accreditation of Athletic Training Education (CAATE).
- Blood-borne Pathogen Training: All students must complete annual blood-borne pathogen training. This mandatory training will be conducted at the beginning of the fall semester each year.
- Confidentiality Acknowledgement: Students must sign a confidentiality form, recognizing and agreeing to comply with the Health Insurance Portability and Accountability Act of 1997, as well as United States Federal Government and The University of Akron policies and procedures regarding confidentiality.
- Liability Insurance: Students must obtain liability insurance through the Office of Risk Management here at UA. Students must show proof of this before starting any off campus clinical rotation. The current cost of this liability insurance is \$20 for one year which is incorporated into the course fee structure. If you are assigned to an off campus

clinical site, you may obtain proof of this liability insurance from the Clinical Education Coordinator.

- **FBI/BCI Background Checks:** Student must obtain FBI and BCI background checks prior to starting some clinical education rotations. The Clinical Education Coordinator will notify the students if their clinical site requires these checks. Students are responsible for the cost of obtaining these background checks and providing documentation to the Clinical Education Coordinator and/or the clinical site. Students can complete the FBI and BCI background checks at the UA Police Station. The cost is approximately \$75 and it is incorporated into the course fee structure. The clinical education coordinator will notify the students when it is required to obtain the background checks.
- **Transportation:** Students will be required to travel to off-campus sites to complete clinical education. Students are responsible for the off-campus travel costs.

### **Associated Fees**

There are costs associated with the Athletic Training Education Program. The following items will need to be purchased by the athletic training student during the clinical education program:

Polo shirt ( <i>or additional clothing</i> )	\$20-25
Travel costs to off-campus sites	Variable
Vaccinations, TB testing, etc.	Variable

All costs are approximate, and every effort will be made to keep costs low. Some of these costs are incorporated into the course fee structure.

### **Clinical Education Courses**

The athletic training students' (ATS) clinical skills and proficiencies are developed based on the Learning-Over-Time Model. Clinical education experiences are assigned based on the ATS progression through three specific phases: Observational student (Level I), pre-professional student (Level II), and professional student (Level III).

#### **Level I – Pre-admission student – basic skill acquisition**

During level I, the athletic training student is enrolled in the pre-requisite courses (Anatomy & Physiology I and II with labs, FA/CPR for the Professional Rescuer, Introduction to Athletic Training, and Care and Prevention of Athletic Injuries and Lab). During the Introduction to Athletic Training and the Care and Prevention of Athletic Injuries courses, athletic training students will shadow and observe practicing athletic training professionals for a minimum of 50 hours. The observations will include athletic rotations on UA campus as well as shadowing a professional outside of The University of Akron. During this semester, athletic training students will have the opportunity to observe and practice basic skills with the Care and Prevention of Athletic Injuries and Lab courses.

#### **Level II – Pre-professional student – intermediate skill acquisition and application**

During Level II, athletic training students' clinical experience involves instruction and evaluation of fundamental athletic training skills specific to an intermediate student. Athletic training students will spend a minimum of two semesters (each 15 weeks) in the pre-professional level. The experiences will consist of approximately 10 hours per week with preceptor. These pre-professional students have limited abilities and are permitted to practice and/or assist with tasks that are supervised by a preceptor. During these 2 semesters, the athletic training student will be enrolled in the following clinical courses along with clinical hour requirements:

- 5550:243 – AT Lab I (year 2, fall semester)
- 5550:276 – AT Lab II (year 2, spring semester)

### Level III – Professional Student – advanced skill application and integration

Level III of the athletic training student clinical education experience takes place in the final four semesters when the ATS engages in clinical experiences focused on advanced skill application and integration under the direct supervision a preceptor. During these 4 semesters, the athletic training student will be enrolled in the following clinical courses:

- 5550:343 – AT Lab III (year 3, fall semester)
- 5550:333 – AT Lab IV (year 3, spring semester)
- 5550:360 – Practicum I (year 3, fall or spring semester)
- 5550:444 – AT Lab V (year 4, fall semester)
- 5550:405 – Clinical (pre-season) Experience (year 3 or 4, fall semester)
- 5550:395 – Field Experience (year 4, spring semester)
- 5550:467 – Practicum II (year 4, fall or spring semester)

Advancement through each phase of clinical education is dependent upon the ATS completing all of the clinical proficiencies required in their particular laboratory assignment.

Each clinical course requires the student to complete a minimum number of clinical hours as outlined below. It is important to note that the following hour requirements are *minimums*, when in fact, students typically complete much more than just the minimums, providing a more valuable learning experience throughout the semester. Students should not complete more than 300 clinical hours (20/week) in any given semester.

AT Lab I, II, III, IV, V	150 hours / course
Practicum I, II	25 hours / course
Clinical Experience I	50 hours
Field Experience	150 hours

### **Clinical Education Course Requirements**

The requirements for each clinical education course are specifically outlined in the course syllabus. The syllabus also provides the grading criteria and will always be available to students via SpringBoard. The following is a general summary of course requirements.

- Goal Sheet – The student will meet with the preceptor during the first week of the semester to develop a set of goals to work on throughout the semester. This is an opportunity for the student and preceptor to communicate their expectations and goals for the clinical rotation. Students will revise and/or set new goals at the midterm evaluation. Goal sheets will be filed in the students' permanent records.
- Clinical Hour Logs – Students will document all hours of clinical education. Clinical hours will be recorded through E-Value and preceptors will verify hours through E-Value. Each student is responsible for updating his/her clinical hours in a timely manner.
- Clinical Education Evaluations – For AT Lab courses and Field Experience, students will be formally evaluated by the preceptor twice a semester, once at midterms, and once at the end of the semester. For Practicum I and II, the student will be evaluated once at the end of the rotation. The preceptor and student must meet to review the evaluation and both parties must sign the evaluation. Most clinical evaluations will be completed through E-Value. The clinical education coordinator will notify the student if a paper-version of a clinical evaluation needs to be completed.
- Clinical Site Evaluation – Students will complete an evaluation of the clinical site in which they completed their clinical assignment. This information allows the ATP to evaluate the quality of affiliate sites. Students will complete this evaluation through E-Value as a required component of each clinical course.
- Clinical Instructor Evaluation – Students will complete an evaluation of each preceptor they were assigned to for their clinical rotations. This information allows the ATP to evaluate the quality of preceptors. The Clinical Education Coordinator collects the data and provides *anonymous* feedback to the preceptor on a regular basis. Students will complete this evaluation through E-Value as a required component of each clinical course.
- Reflection Paper – Students will write a one page reflection paper at the end of the semester to summarize their overall experience during the clinical rotation.

## Competencies

Every semester students will be provided with a set of competencies that they *must* complete during the clinical rotation. Ideally, the competencies should be completed and evaluated using “real-life” scenarios that present during the clinical experience. However, some of the competencies may need to be simulated. It is **the responsibility of the student** to make sure he/she stays on pace to complete all competencies by the end of the semester. Students should aim to complete 3-4 competencies per week. It is **unacceptable** for students to wait until the last weeks of the semester to complete competencies. Preceptors will not accommodate students to complete competencies during the last week of the semester or during finals week.

**Any preceptor** may evaluate students on the competencies. Furthermore, some of the competencies may be evaluated during laboratory courses or during open lab times. Each competency will be evaluated by the following standards:

3 = Student is *proficient* to entry-level standards

2 = Student completed competency, but *needs improvement*

1 = Student unable to fully complete competency, *not proficient*

As stated above, students *must* complete *all* competencies assigned for the clinical course during the semester. Failure to do so will result in an “incomplete” for the course. This will also result in the student being placed on probation for the following semester. In this circumstance, the student will have to meet with the Program Director and Clinical Education Coordinator to establish a plan to complete the competencies.

### **Clinical Rotation Assignments**

Rotations for all students will include the following areas: lower extremity, upper extremity, equipment intensive, collision sport, non-contact sport, male team, female team, in-season sport, out-of-season sport and general medical. In addition, students will have the opportunity for a rotation at a local high school and out-patient rehabilitation clinic affiliated with UA. The Clinical Education Coordinator, along with the Program Director and Athletic Training Staff, will see that the appropriate assignments in all of the above mentioned areas are made for each student in the Athletic Training Educational Program. Students may want to consult with the Clinical Education Coordinator should they want to make a specific request for an assignment during a future semester.

During AT Lab I-V courses, students will primarily work with the preceptors on UA’s campus. For these courses, the Clinical Education Coordinator works to ensure students get exposed to the following scenarios: in-season versus out-of-season sports, male versus female sports, upper extremity versus lower extremity dominant sports, and collision versus contact versus non-contact sports. Furthermore, either AT Lab IV or AT Lab V will be spent off campus working with a preceptor in the high school setting.

During the Practicum I course, students will be assigned to a preceptor who is an orthopedic surgeon. During this rotation, students will observe the physician in the office as well as observe several surgeries. The Practicum II course is similar; however, in this course the student’s preceptor will be a general medical physician and students will observe the physician treat general medical conditions in the outpatient clinical setting.

The Clinical Experience course requires students to report back to campus at the beginning of August to complete a rotation during pre-season. This can be done with an on-campus preceptor with an intercollegiate sports team, or with a preceptor at a high school.

Finally, the Field Experience course allows the student to work with a preceptor who is a Certified Athletic Trainer in an outpatient rehabilitation clinic setting.

### **Affiliated Clinical Sites**

There are three clinical sites on campus that serve clinical rotations involved with intercollegiate athletics.

- Fred & Frieda Stiles Athletics Field House Athletic Training Room
- James A. Rhodes Arena Athletic Training Room
- North End Zone Athletic Training Room
- Malone University

Affiliate sites for the high school settings include:

- Walsh Jesuit High School
- St. Vincent – St. Mary High School
- Copley-Fairlawn High School
- Wadsworth High School
- Kent Roosevelt High School
- Archbishop Hoban High School
- Massillon High School
- Hudson High School
- Tallmadge High School
- Lake High School

Affiliate sites for the out-patient rehabilitation clinics include:

- Akron General Sports Medicine
- Summa Sports Health
- The PT Center for Sports and Family Physical therapy
- Concorde Therapy Group
- Akron Children's Hospital

Affiliate sites for Practicum experiences include:

- Summa Sports Health
- Crystal Clinic Orthopaedics Center
- UA Health Services
- Akron Children's Hospital

## **ATP POLICIES & PROCEDURES**

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The following is a list of policies and procedures that are designed to provide structure to the academic and clinical education portions of the ATP. Students are required to comply with all policies and procedures at all times. Failure to do so will result in disciplinary action.

### **UA Code of Student Conduct**

The University of Akron's Code of Student Conduct can be found at <http://www.uakron.edu/ogc/UniversityRules/pdf/41-01.pdf>.

### **Athletic Training Code of Ethics**

Students enrolled in the ATP are expected to follow the NATA Code of Ethics at all times. The NATA Code of Ethics can be found here: <http://www.nata.org/membership/about-membership/member-resources/code-of-ethics>

### **UA Athletic Training Student Code of Conduct**

#### *General Conduct:*

- Observe all rules and regulations set by the Program Director, Clinical Education Coordinator, Director of Sports Medicine, Varsity Head Coaches, Team Physicians and Director of Athletics.
- Work with professionalism at all times and treat each individual with respect.
- Act only within the scope of your education and do not exceed the responsibilities of an athletic training student.

#### *Athletic Training Students will refrain from the following:*

- Talk to any media personnel (press, radio, TV) about athletes, injuries, policies or procedures, treatments, return days, or any other material that may be detrimental to the athlete, UA, parents and/or yourself.
- Make any diagnosis, administer treatments, prescribe or administer medications, or prescribe rehabilitation programs without first consulting a preceptor or team physician.
- Discuss with the athlete the options, seriousness, or surgical procedures associated with an injury.
- Determine the playing status of any athlete.
- Make any derogatory, critical, or judgmental statements that could be interpreted as a policy of the Department of Intercollegiate Athletics, UA, or the National Athletic Trainers' Association.
- Make any medical, dental, or other medical appointments for athletes without the consent of the preceptor or the team physician.
- Horseplay, foul language, or any other shenanigans in the athletic training facilities or clinical sites.
- Smoking or using tobacco of any kind in the athletic training facilities or clinical sites.
- Lounging or sleeping on training tables or equipment.

- Using cell phones for personal use during clinical hours. This includes texting or emailing. Cell phones should be set to silent or vibrate during all clinical hours.

Students are also required to follow any additional policies and procedures that are set forth by the affiliate clinic sites. It is imperative that students communicate with the preceptor to be aware of such policies and procedures.

### **Academic Misconduct Policy**

UA's ATP expects students to behave in a professional and ethical manner at all time, therefore the ATP has a zero-tolerance policy for academic misconduct. Academic misconduct can include, but not limited to cheating, plagiarism, allowing others to cheat off your work, deceiving an instructor, stealing, removing/copying exams without permission, and/or reporting questions to other students that appeared on exams. Academic or administrative sanctions will be imposed in cases of academic misconduct. Depending on the seriousness of the violations, students may receive a failing grade on the assignment or course, be required to complete additional work, be placed on probation, be dismissed from the ATP, be placed on suspension from the University, and/or be dismissed from the University. More information on academic misconduct can be found at <http://www.uakron.edu/dotAsset/763963.pdf> or by contacting the office of Student Judicial Affairs.

### **Educational Priorities**

Athletic training students must be aware that the primary reason they are attending UA is to complete their education. Classroom requirements are important and class attendance should be of paramount concern for the athletic training student. However, in the field of athletic training much can be learned in the practical application of the theoretical education process and clinical experience should be ranked just as important as the classroom.

Athletic training students should not miss class to attend practice, nor should athletic training students miss an opportunity to learn at practice. The athletic training student is expected to take the initiative to query the athletic trainers with whom they are working about relevant athletic training topics and should do so on a regular basis.

### **Scheduling Clinical Hours /Time Commitment**

Students will be notified of their clinical assignments prior to course registration for the following semester. Students are then responsible for contacting their assigned preceptor *prior to* scheduling classes to discuss clinical hour schedules (i.e. practice times, game schedules, etc.). This will allow the student to develop a course schedule and clinical schedule to meet all necessary requirements.

During the first day of the clinical assignment, the student and preceptor should determine a clinical hour schedule that keeps the student on track to complete all required hours as well as clinical competencies. The student's schedule should average 10 hours a week and no more than 20 hours per week. Students are also required to have at least one day off every seven day period. Students must log clinical hours on a weekly basis via E-Value.



Once the schedule is determined between the student and preceptor, the student is expected to comply with that schedule at all times. Should the student need adjustments to the schedule (for school obligations, work obligations, family obligations, etc.) the student must discuss this with the preceptor *at least* 48 hours in advance. At no time will an athletic training student be denied time off for academic reasons as long as proper notification is given to the preceptor. It is understandable that some emergency situations may arise. In this case, the student should contact the preceptor as soon as possible.

It is important to note that students should make a concerted effort to minimize conflicts such as outside work and extra-curricular activities that could possibly interfere with athletic training obligations. It is ideal for athletic training students to be available for all practices and games, balanced with proper class attendance, during their clinical rotations. Understanding that some students may need to maintain at least part time employment, students need to be flexible with those work schedules. Ongoing and consistent communication with the preceptor is essential in order to balance class, clinical education, and employment.

Some athletic training students, by the nature of their assignment, will be committing more than others and putting in more contact hours per week. Each athletic training student must understand that all athletic training students will have an assignment sometime in their six semesters that requires more time allocation and that other athletic training students will not be spending as much time in their assignment during that particular semester. It is important to emphasize that the clinical hour requirements specified for each clinical education course are minimum requirements. Students are encouraged to accumulate as many hours as necessary to ensure a quality clinical experience, however, student may not complete more than 20 hours of clinical education per week.

### **Communication Policies & Guidelines**

Athletic training students are to be encouraged to communicate any problems they are having relative to their educational experience. Faculty and staff are here to assist students with their educational experience, but can only provide assistance if students communicate their needs and desires. If problems arise relative to students' clinical assignment, students should first communicate with their assigned preceptor. If problems persist, students are encouraged to contact the Clinical Education Coordinator. Questions about educational requirements should be directed to the Program Director. Faculty and staff will collaborate with the student to make sure problems are resolved to the best as possible.

Effective communication methods should be used at all times. If you are using written communication, please pay attention to the content of your writing. Be sure to utilize proper grammar and capitalization. Finally, be pleasant and polite. Texting is not the most professional nor effective method of communication and should only be used when approved by the preceptor or instructor.

### **Laboratory Policies**

There are two labs that are specified for athletic training education. The labs are maintained by the faculty, staff and graduate assistants associated with the ATP. The equipment, as well as the

facilities themselves, are very expensive and require regular maintenance. In order to maintain state-of-the-art facilities the students will comply with the following policies in regards to lab and equipment use:

- Students are not permitted in the lab unsupervised. Exceptions to this will only be granted by the ATP *faculty*.
- Students are not permitted to use any of the equipment in the lab without prior permission from the faculty, staff or graduate assistants.
- All personal belongings (coats, bags, etc.) must be placed in designated areas in the lab.
- Students are required to report defective equipment to the ATP faculty immediately.
- If student recognize that lab supplies have diminished, they should notify the ATP faculty immediately.
- Equipment that malfunctions as a result of improper use by the student will be replaced at the expense of the student.
- Students are required to clean up after themselves. This includes returning all equipment to its proper location and cleaning up the work area used.

### **Remuneration Policy**

Students are not permitted to accept any monetary remuneration during their clinical education experiences. This does NOT include scholarships. Students that violate this policy will be required to re-pay the remuneration and will face disciplinary action as described below.

### **Travel Policy**

Every effort will be made to allow students the opportunity to travel with a sports team during their clinical education. It is a privilege for students to be afforded this opportunity which allows students to experience the roles and responsibilities of athletic trainers when providing medical coverage away from the home site. The following policies must be obeyed when students are traveling.

- Students will follow the team's itinerary at all times.
- Students will adhere to the dress code at all times. The dress code is outlined in this manual, or maybe determined by the team's coach.
- All policies that apply to the athletes while traveling also apply to the athletic training students.
- Students that travel with teams may not provide any athletic training services to the athletes without direct supervision from the preceptor.

### **Dress Code and Personal Appearance Policy**

The athletic training student is a representative of The University of Akron and the Athletic Training Education Program. The student is to project a positive and professional appearance at all times while at their clinical assignment. Appropriate dress and appearance standards are interpreted by the preceptor, Clinical Education Coordinator, and/or Program Director.

The following describes appropriate attire:

- Dress pants or khaki pants that are *clean, pressed* and in *good condition*.

- All pants must have a clean hem (no frayed bottoms).
- Pants should fit well – not too tight/revealing and not too loose so they hang below hips.
- Pants must be neutral colored; acceptable colors include black, navy or shades of beige or tan.
- Khaki shorts (of appropriate length) may be worn during outdoor events, but must follow the above guidelines.
- Jeans, jean shorts, cut-off shorts and spandex are not permitted.
- Dress shirt that is *clean, pressed* and in *good condition*.
  - Shirts should be tucked in at all times. If the shirt is designed to be untucked, it must be at a length where the bottom of the shirt reaches well below the top of the pants.
  - Shirts should fit well without being too tight or revealing.
  - Sleeveless shirts of any type are not permitted.
- Casual shoes or dress shoes should be *clean* and in *good condition*.
  - Sandals, open toe shoes, heels, boots, clogs, platforms, and flip-flops are not permitted.
  - Tennis shoes may be worn at athletic event sites, but not clinical sites.
- Jackets or other inclement weather gear must be issued by UA or the affiliate site, or be neutral colors (black, gray, navy or beige).

The following describes additional appearance requirements:

- Hair (including facial hair) must be neatly groomed and an acceptable color. Hair-length that may interfere with daily treatment of athletes must be pulled back and tied up.
- Facial jewelry (excluding earrings) shall not be worn at any time for the safety of the athletic training student during unexpected incidences on the field of play, i.e. strikes from soccer balls, volleyballs, football, etc.
- Hats are not permitted at any indoor clinical site at any time. UA or other affiliate issued hats may be worn during outdoor events.
- A name tag must be worn at all times at off campus clinical sites.

Each site might have additional policies regarding dress code. In this case, students are expected to follow the dress code policy for that particular clinical site. Students are expected to verify the dress code with the preceptor at the beginning of the clinical rotation.

At no time should UA athletic training apparel be worn to bars, nightclubs, or other similar adult establishments.

This policy is in effect at all times. Students may not enter any athletic training facility or perform any duties until their appearance is appropriate. If your appearance is not appropriate you will be asked to leave the facility with the expectation that when you return your appearance conforms to these standards. The final decision on personal appearance is the interpretation of your preceptor, Clinical Education Coordinator and/or Program Director. Continually failing to follow these guidelines may result in an official infraction notice.

## **Professional Organization Membership**

Students are required to become student members of the National Athletic Trainers' Association. Student must show proof of membership at the beginning of the spring semester each year they are enrolled in the ATP. Current annual cost for student membership is \$75. This cost also includes membership dues for the Great Lakes Athletic Trainers' Association and Ohio Athletic Trainers' Association. Currently, the membership cost is incorporated into the course fee structure.

## **CPR Certification**

All students must maintain a current healthcare professional CPR certification. The ATP will provide two opportunities for recertification, one during the first semester of the program and a second at the beginning of the students' final academic year in the program. Copies of certification will be kept in the students' record.

## **Special Events**

Although not required, athletic training students are encouraged to participate in special events such as providing athletic training services for high schools, NCAA Championship events, summer camp programs, Olympic or Junior National events or any other programs beneficial to your educational experiences. From time to time, the faculty, staff, and preceptors will post such events. Students can "volunteer" or in some cases you may be compensated for your services. It is paramount that athletic training students never act as a certified or licensed athletic trainer. Without direct supervision of a certified or licensed health care professional, athletic trainings may only provide services as a first aid responder.

The hours that students volunteer under the direct supervision of a preceptor during special events may count toward the student's clinical education requirements for that semester.

In addition, the faculty, staff, and preceptors encourage students to participate in public relations programs, career days or any other programs, which encourage or promote athletic training in the work place.

As an athletic training student, these programs and awards help establish a resume which will separate UA students from the hundreds of other athletic training students who are seeking employment, graduate assistants positions, or other postgraduate opportunities. Therefore, when students do engage in one of these special event programs they should take time to document those experiences. This will help students remember all of their experiences and assist them in preparing a professional resume.

## **Bloodborne Pathogens Policy**

Athletic training students will be formally educated regarding blood borne pathogens and bio-hazardous materials each year. Pre-AT students will be trained during the Care and Prevention of Athletic Injuries Lab course prior to initiating any observation hours. Students admitted to the ATP will complete BBP training on an annual basis at the beginning of the fall semester.

Formal training sessions will consist of the following components:

- I. Introduction
- II. OSHA Bloodborne Pathogen Standard
- III. How Infections Occur
  - a. Common pathogen
  - b. How pathogens spread
- IV. The Exposure Control Plan
  - a. Personal hygiene
  - b. Personal protective equipment
  - c. Engineering controls
  - d. Work practice controls
- V. Exposure incidents
  - a. Immediate steps
  - b. After the incident
- VI. Conclusions

All documentation regarding completion of blood borne pathogens training will be kept on file in the students' records.

Athletic training students will be provided an overview of the blood borne pathogen protocol at each clinical site. Each preceptor will review with the ATS the clinical affiliate site procedure for management of blood borne pathogens.

The review will consist of the following components:

- The location of PPE
- The location of all biohazard materials containers (sharps containers, biohazard bags etc.)
- The procedure for biohazard waste removal
- The procedure for a blood borne pathogen incident
- The location of forms for documentation of a blood borne pathogen incident
- The follow-up procedure for a blood borne pathogen incident

### **Active Communicable Disease Policy**

The following policy and procedures have been developed for the attainment and control of communicable diseases. Any student that is diagnosed with having a communicable disease of any form is required to report that disease to the Program Director of the Athletic Training Program and The University of Akron Student Health Services. Students that contract a communicable disease are required to obey prescribed guidelines by his/her attending physician and the recommendations of the university affiliated physicians at The University of Akron Student Health Services. Students may not participate in clinical rotations and field experiences during the time they are affected by the communicable disease and shall not return to clinical participation until allowed by the attending physician (this must be in written format to the Program Director). The following communicable diseases that pertain to this policy are as follows:

- AIDS
- Amebiasis
- Anthrax
- Botulism
- Brucellosis
- Campylobacter infections
- Chancroid
- Chlamydia trachomatis infection
- Cholera
- Cryptosporidiosis
- Diphtheria
- Infectious encephalitis
- Escherichia coli
- Giardiasis
- Gonorrhea
- Haemophilus influenza
- Malaria
- Measles
- Meningitis (bacterial)
- Meningococcemia
- Mumps
- Pertussis (whooping cough)
- Plague
- Poliomyelitis
- Psittacosis
- Rabies (animal, human)
- Rocky Mountain spotted fever
- Rubella
- Salmonellosis (typhoid fever)
- Shigellosis
- Streptococcus pneumoniae
- Syphilis
- Hand, foot, and mouth syndrome
- Viral and acute hepatitis
- Hepatitis A
- Hepatitis B
- Hepatitis C
- Herpes
- Hantavirus
- HIV
- Legionellosis
- Leprosy (Hansen disease)
- Lyme disease
- Tetanus
- Toxic shock syndrome
- Trichinosis
- Tuberculosis
- Tularemia
- Yellow Fever
- Pinworms
- Ringworm
- Scabies
- Shingles (Herpes Zoster)
- Strep pharyngitis

## Student Illness Policy

We understand that illnesses are common amongst college-aged students and that illnesses are usually difficult to predict. We want all our athletic training students (ATS) to remain healthy but understand that illnesses do occur. If you become ill and feel that you are unable to attend class and/or your clinical assignment because of an illness *you must* contact the Program Director, your individual preceptor, as well as any instructors in any class you are missing (whether the instructor is affiliated with the UA ATP or not) *within 24 hours*. It will be noted that your absence from the day was because of an illness and the absence may be excused. *The clinical or curriculum instructor(s) will determine if any assignments and/or test missed during your absence may be “made-up” based on their particular guidelines described in the syllabus of each class.*

If you are ill for more than 2 days we will *ask* you to see a physician for your health and the health of others (classmates, instructors, athletes, and coaches) to determine if your condition is communicable or requires further treatment. If the physician believes you should not return to class or your clinical assignment because the illness may be spread amongst others please inform

the Program Director, Clinical Education Coordinator, and your assigned preceptor so you are not unfairly penalized.

If you attend a practice, game, or event and your preceptor determines that you are ill or if your preceptor believes that you may spread the illness amongst the athletes, coaches, clinical staff, or other students; the preceptor may require you to leave the facility and return when your symptoms have resolved. The preceptor may require you to leave for the health of others despite how many hours you are deficient in your clinical assignment or how your departure may affect your grade. If this occurs, it is *your responsibility* to arrange to make-up the missed hours or assignments that you were unable to perform because of the illness.

You *may ask* for an extended leave of absence from the UA ATP if you are diagnosed with a condition that requires further treatment or the condition prevents you from continuing your education while you are being treated. If this occurs *you must* request an extended leave of absence from the UA ATP from the Program Director. An extended leave of absence may delay your date of graduation.

### **Gambling Policy**

Athletic training students are not permitted to gamble on any NCAA sanctioned athletics. Information that may be gained as a result of working in the athletic training room may not be divulged to anyone for the purpose of monetary gain.

### **Program Retention Policies**

Athletic training students must be aware that not meeting the expectations as set forth in this document and as explained in the courses may result in suspension or expulsion from the Athletic Training Educational Program. The Program Director and Clinical Education Coordinator will continually evaluate retention in the Athletic Training Education Program. Athletic training students will be required to maintain identified retention standards to remain in the Athletic Training Education Program. Retention standards are as follows:

1. Athletic training students who fall below a UA cumulative GPA of 2.75 will be placed on one semester of clinical probation. During the probation semester, the athletic training student will be permitted to take the scheduled ATP clinical course and will be given a clinical assignment. However, if the UA cumulative GPA remains below 2.5 at the end of the probationary semester, the student will be removed from the Athletic Training Education Program and must re-apply for admission.
2. Each student must accumulate the clinical hour requirement for each laboratory course in each of the semesters which contain such courses. These hours are to be accumulated from the first day to the last day of instruction for each semester. Hours logged prior to and after the conclusion of the semester will not be used to meet the minimum required hours for that semester. Athletic training students are required to maintain accurate documentation of hours performed. Clinical hour documentation will be checked on a regular basis and will be submitted to the Clinical Education Coordination during the final week of each semester. Students who fail to remain current with their hour

documentation will receive one written warning from the preceptor. After one warning, all delinquent hours will not count toward the clinical hour requirement. It will be the responsibility of the Clinical Education Coordinator and the preceptor to determine the validity and quality of documented clinical hours.

3. Athletic training students are required to achieve standards of clinical proficiency by completing required proficiencies, evaluations, and clinical rotations. Athletic training students matriculate from one clinical semester to the next by successfully completing all proficiencies and clinical rotations and by receiving satisfactory evaluations from their clinical instructor. Failure to complete the proficiencies, evaluations, and clinical rotations during the required semester will result in the student being placed on one semester of probation. While on probation, the athletic training student may continue in the clinical experience. However, if the requirements are not fulfilled by the end of the probation semester the student will be removed from the program and must re-apply for admission. The athletic training student should keep in mind that they must satisfy the next set of proficiencies within the same semester and fulfill all clinical requirements. It will be the responsibility of the Clinical Education Coordinator and preceptor to decide if the student has fulfilled the clinical proficiencies in a manner that will assist in assuring a quality educational experience.
4. All athletic training students are required to accept all clinical and sport responsibilities. Unexcused absences or conduct detrimental to the program are unacceptable. It will be the responsibility of each preceptor to document any infractions committed by athletic training students. The Program Director, Clinical Education Coordinator and the preceptor will then discuss these behaviors with the athletic training student. Patterns of behavior, which are not consistent with the expectations of the athletic training ethics, UA code of conduct, and program faculty, may ultimately result in termination from the Athletic Training Educational Program.
5. Conduct expectations for each student will be consistent with the *UA Code of Student Conduct* and *The Athletic Training Code of Ethics*. Failure to comply with conduct regulations may result in expulsion from the Athletic Training Program and/or the university.

## **Probation Policy**

Students may be placed on probation for several reasons including, but not limited to, failure to achieve a “C” in a core athletic training course, failure to maintain a 2.75 GPA, failure to complete assigned competencies, and/or clinical infractions. All probationary periods will last one semester. When placed on probation, the student will be required to meet with the Program Director and in some cases the Clinical Education Coordinator, to develop an action plan to be taken off probation. Failure to meet all objectives on the action plan by the end of the probationary semester will result in dismissal from the ATP. Students are only allowed one probationary semester throughout their enrollment in the ATP. Any infractions incurred during probation period can result in expulsion from the program, at the discretion of the Program Director.



## **Infractions and Disciplinary Action**

Infractions may be given by any preceptor, faculty, or staff member associated with the ATP. All infractions will be documented and reviewed with the student. The individual giving the infraction, along with the student, must sign the infraction documentation. This documentation will then be given to the Program Director and/or Clinical Education Coordinator and placed in the student's permanent record.

Disciplinary actions will ultimately be at the discretion of the Program Director and will follow the guideline outlined below:

1<sup>st</sup> infraction: Warning – Requires a meeting with the Program Director and/or the Clinical Education Coordinator.

2<sup>nd</sup> infraction: Suspension – Requires a meeting with the Program Director and/or the Clinical Education Coordinator as well as a one week suspension from the student's clinical rotation.

3<sup>rd</sup> infraction: Probation - Requires a meeting with the Program Director and/or the Clinical Education Coordinator as well as the student being placed on probation for the remainder of the semester as well as the following semester. During the probationary period, the student will have to complete additional requirements to prove his/her commitment to the program. Such requirements will be determined by the Program Director and Clinical Education Coordinator.

4<sup>th</sup> infraction: Expulsion – the student will be dismissed from the ATP.

## APPENDIX A – Four Year Plan

<i>Fall</i>				<i>Spring</i>			
Course #	Course Title	Cr	Hrs	Course #	Course Title	Cr	Hrs
<b>FRESHMEN</b>							
3100:200	Human Anatomy & Physiology I *	3		3100:202	Human Anatomy & Physiology II *	3	
3100:201	Human Anatomy & Physiology I Lab *	1		3100:203	Human Anatomy & Physiology II Lab *	1	
3300:111	English Composition I	4		3300:112	English Composition II	3	
3470:260	Basic Statistics	3		3850:100	Introduction to Sociology	4	
5550:150	Concepts of Health & Fitness †	3		5550:240	Care & Prevention of Athletic Injuries *	3	
5550:212	FA/CPR Professional Rescuer *	2		5550:241	Care& Prevention of Athletic Injuries Lab *	1	30
5550:110	Introduction to Athletic Training *	1		3370:xxx	Geology:	1	
		<u>17</u>				<u>16</u>	
<b>SOPHOMORE</b>							
5550:201	Kinesiology	3		7400:133	Nutrition Fundamentals	3	
5550:250	Principles of Athletic Training	2		5550:255	Emergency Care	3	
2740:230	Basic Pharmacology	3		5550:401	Musculoskeletal Anatomy II	3	
5550:242	Therapeutic Modalities	3		3750:100	Introduction to Psychology	3	
5550:243	AT Lab I	1	150	5550:275	Evaluation Techniques I	3	
7600:106	Effective Oral Communication OR			5550:276	AT Lab II	1	150
7600:105	Introduction to Public Speaking	3				<u>16</u>	
		<u>15</u>					
<b>JUNIOR</b>							
5550:400	Musculoskeletal Anatomy I	3		5550:360	Practicum I (Ortho)	1	30
5550:302	Physiology of Exercise & Lab	3		3400:210	Humanities in Western Traditions I	4	
5550:342	Evaluation Techniques II	3		5550:470	Special Considerations in AT	2	
5550:343	AT Lab III	1	150	5550:332	Therapeutic Exercise & Rehab Princ	3	
2740:120	Medical Terminology	3		5550:333	AT Lab IV	1	150
	Cultural Diversity	2		5550:412	General Medical Aspects	3	
		<u>15</u>		5550:426	Nutrition in Sport	3	
						<u>17</u>	
<b>SENIOR</b>							
5550:405	Clinical Experience I	2	50	5550:467	Practicum II (Gen Med)	1	30
5550:456	Research Seminar	2			Humanities	2	
5550:352	Strength & Conditioning Fund	3		5550:XXX	Electives	3	
5550:449	Organization/Administration: HCP	3		5550:395	Field Experience	3	150
5550:445	Therapeutic Exercise & Rehab Appl	3		5550:415	Seminar in AT	1	
5550:444	AT Lab V	1	150		Humanities	4	
	Cultural Diversity	2		5550:465	Psychology of Injury	2	
		<u>16</u>				<u>16</u>	

**Program Total 128**

## **APPENDIX B – Confidentiality Form**

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### **ATHLETIC TRAINING PROGRAM**

#### **Student Athlete and Patient Confidentiality Form**

As part of your interaction with those seeking coverage and care by various health care practitioners, you will be exposed to information regarding individual's medical record and health status. All of this information is considered to be confidential and remain the private rights of the individual being treated.

By signing this document, you are agreeing to keep confidential between only you and your immediate supervisor all interaction, knowledge, communication, and exposure that you have with student athletes and patients as the information relates or has the potential to relate to their health status, previous medical history or potential prognosis regarding any situation.

Only under circumstances whereby a student athlete and/or patient has granted specific written permission to divulge information as it relates to a specific illness and/or injury and designates to whom such information can specifically be shared with are allowed to disseminate any information, formal or informal regarding one's health status.

Furthermore, any interaction that you have with any medical provider or other entity that includes verbal, written or any other form of information sharing must be done in compliance with the Health Insurance Portability and Accountability Act of 1997.

Any breach of confidentiality and/or privacy will not be tolerated and will result in an immediate removal from any sports medicine venue permanently. Additional penalties may also be imposed, including but not limited to those administered by The University of Akron and the United States Federal Government.

I, \_\_\_\_\_ (print name), have read the above stated information regarding compliance with confidentiality and privacy of information regarding student-athletes and patients during my interaction and experience in The University of Akron's Athletic Training Education Program. By signing below, I am acknowledging that I have read, understood and will abide by all rules and regulations set forth here within. I agree that if I have any questions regarding confidentiality and/or privacy issues that I will address such questions with appropriate supervisors to assure proper action at all times.

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Signature & Date

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Witness Signature & Date

**APPENDIX C – CAATE Waiver Form**

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**STUDENT WAIVER FORM**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Institution: \_\_\_\_\_

I, \_\_\_\_\_, give permission for the members of the CAATE Evaluation Team to view my personal academic file relating to the athletic training program. I understand that this viewing will be for informational purposes only and that my confidentiality will be maintained.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX D – Hepatitis B Waiver**

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### **The University of Akron Athletic Training Program**

#### **Hepatitis B Vaccine Waiver**

Hepatitis B is a potentially fatal disease that attacks the liver. The virus can cause short-term (acute) illness that leads to loss of appetite, tiredness, diarrhea and vomiting, jaundice (yellow skin or eyes) and pain in muscles, joints and stomach. Many people have no symptoms with the illness. It can also cause long-term (chronic) illness that leads to liver damage, liver cancer, and death.

As a student in the athletic training education program you have the potential to be exposed to blood and other bodily fluids during your clinical experiences. Therefore, there is potential for exposure to the hepatitis B virus. While every precaution should be taken to prevent exposure, there is still a risk.

There are several ways to prevent hepatitis B infections, including avoiding risky behavior and vaccination. Vaccine is the best prevention. The vaccine series consists of three injections given over a six-month period. The vaccine is available through your private health care provider, health department, or University Student Health Services.

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I have reviewed information on the risk associated with hepatitis B disease, availability and effectiveness of the vaccine against hepatitis B disease and I choose not be vaccinated against hepatitis B disease, or I will obtain the vaccine at a later date.

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Student Name (print)

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Student Signature

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Date

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## APPENDIX E – Technical Standards

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### The University of Akron Athletic Training Program

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#### Technical Standards Release Form

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The Athletic Training Program at The University of Akron is a rigorous and intense program that places specific requirements and demands on students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as, meet the expectation of the program's accrediting agency Commission on Accreditation of Athletic Training Education (CAATE). The following standards must be met by all students admitted to the Athletic Training Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program's technical standards does not guarantee a student's eligibility for the BOC certification examination. Candidates for selection to the Athletic Training Education Program must demonstrate the following:

- I. *Observation:* Visual ability must be sufficient to observe demonstrations in Athletic Training skills and to observe patient condition accurately at a distance and close at hand in real time. Observation requires the functional use of the senses of touch and hearing. Tactile ability must be sufficient to perform palpation. Auditory ability must be sufficient for auscultation of body sounds. Observation is enhanced by functional use of the sense of smell.
- II. *Communication:* The student should be able to speak, hear, and to see patient to elicit information, describe change in mood, posture skin appearance, and perceive nonverbal communications. The student must be able to communicate effectively and sensitively with patients using verbal language. The student must be able to interact with individuals, coaches, athletic training personnel, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. Reading and writing skills must be effective for patient communication, record keeping, and professional health care team interaction. Auditory ability must be sufficient to hear alarms, emergency signals, and calls for help.
- III. *Motor:* Motor function should be sufficient to elicit information from patient by palpation, auscultation, percussion and other assessment maneuvers. A student should be able to execute motor activities in a confined space reasonably required to provide general physical care and to provide emergency treatment to patients. Physical and emergency care activities reasonably required of an athletic training student may include cardiopulmonary resuscitation (CPR), application of pressure to stop bleeding, calibration of instruments, ability to grasp and stabilize joints for laxity tests and sufficient strength to properly perform manual muscle tests. Also required is the ability to lift 50 pounds from the floor to 4 feet frequently, positioning and transfer of patients including two man chair or walk used to assist athletes from the field. Such actions require coordination of both gross and fine muscular movements, the ability to move quickly, equilibrium, functional use of the sense of touch and vision. The student must be able to physically perform for at least eight hours in clinical settings.

- IV. *Intellectual-Conceptual, and Quantitative Abilities:* A student must possess the emotional health required for full use of intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities related to the care of patients, and the development of mature, sensitive, and effective relationships with patients from diverse social, emotional, cultural, and intellectual backgrounds. Students must be able to tolerate physically and mentally taxing workloads and to function effectively under stress. The must be able to adapt to changing environments, to display flexibility, and learn to function in rapidly changing clinical patient care situations. Student must possess awareness of ethical actions related to the well being of others and the patient service role of Athletic Trainer's.

A student may not progress in the curriculum if a disability will pose a direct threat to the health or safety of others or themselves, and the threat cannot be eliminated by modifying policies, practices, procedures by providing reasonable accommodations. Under these circumstances, the student is not otherwise qualified to progress in the program.

Candidates for selection to the Athletic Training Program will be required to verify they understand and meet these technical standards or that they believe that, with reasonable accommodations, if applicable, they can meet the standards.

Candidates who believe that a reasonable accommodation is needed to meet the Program's technical standards must contact the Office of Accessibility in Simmons Hall 105.

The Office of Accessibility will consult with the program to determine if an accommodation would jeopardize clinician or patient safety, or the educational process of the student in the program deemed essential to meeting the graduation requirements including all coursework, clinical experiences, and internships.

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards, I will not be admitted into the Athletic Training Program.

Name of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*Alternate statement for student requesting accommodations*

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge, that I can meet each of these standards with certain accommodations. I will contact the Office of Accessibility to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted into the Athletic Training Program.

Name of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX F – Infraction Form**

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Athletic Training Program  
INFRACTION NOTICE

Students Name: \_\_\_\_\_

Date of Notice: \_\_\_\_\_ Date(s) of Occurrence(s): \_\_\_\_\_

Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of meeting with student: \_\_\_\_\_

Outcome of meeting: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Student Response: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX G – Suggested Books and Materials

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- Agostini, *Medical and Orthopedic Issues of Active and Athletic Women*. Hanley & Belfus, Inc./Mosby, 1994.
- Athletic Training and Sports Medicine*. Schench, R.C., editor. American Academy of Orthopedic Surgeons. 3<sup>rd</sup> edition. Jones & Bartlett Publishers, 1999.
- American Academy of Orthopedic Surgeons, *Athletic Training and Sports Medicine*. 2<sup>nd</sup> edition. American Academy of Orthopedic Surgeons, 1991.
- American College of Sports Medicine. *Exercise Management for Persons with Chronic Disease and Disabilities*. Human Kinetics, 1997.
- Anderson, Hall, *Sports Injury Management*. 2<sup>nd</sup> edition. Lippincott, Williams & Wilkins, 2000.
- Arky et al., *Physician's Desk Reference & Therapeutics of Pharmacology*. Medical Economics, 1998.
- Baechle, *Essentials of Strength Training and Conditioning*. Human Kinetics, 1994.
- Bandy, Sanders, *Therapeutic Exercise*. 2001
- Bates, *A Guide to Physical Examination and History Taking*. 6<sup>th</sup> edition. Lippincott, Williams, & Wilkins, 1995.
- Booher, J.M., Thibodeau, G.A., *Athletic Injury Assessment*. 4<sup>th</sup> edition. Mosby, 1999.
- Brock, J.H., *Clinical Athletic Training*. 2000.
- Ciccone, *Pharmacology in Rehabilitation*. FA Davis, 2002.
- Crosby, L.A., Lewallen, D.G., *Emergency Care & Transportation of the Sick & Injured*. 6<sup>th</sup> edition. American Academy of Orthopedic Surgeons, 1995.
- Denegar, C.R., *Therapeutic Modalities for Athletic Injuries*. 1<sup>st</sup> edition. Human Kinetics, 2000.
- Gould, J.A., *Orthopedic and Sports Physical Therapy*. 2<sup>nd</sup> edition. Mosby, 1990.
- Grant, H.D., et al., *Emergency Care*. 7<sup>th</sup> edition. Prentice Hall, 1991.
- Greenfield, *Rehabilitation of the Knee: A Problem-Solving Approach*. FA Davis, 1993.
- Hafen, B.Q., et al., *First Responder: A Skills Approach*. Brady Games, 1998.
- Hales, D., *An Invitation to Health*. Brooks-Cole, 1997.

Hall, S., *Basic Biomechanics*. Mosby, 1995.

Heil, *Psychology of Sport Injury*. Human Kinetics, 1993.

Hertling, D., Kessler, R.M., *Management of Common Musculoskeletal Disorders*. Lippincott, Williams & Wilkins, 1996.

Hislop, H.J., Montgomery J., *Daniels and Worthingham's Muscle Testing: Techniques of Manual Examination*. 7<sup>th</sup> edition. W B Saunders, 2002.

Holcomb, W.R., *Practical Skills Manual for Evaluation of Athletic Injuries*. FA Davis, 2002.

Hoppenfeld, S., *Physical Examination of the Spine and Extremities*. Prentice Hall, 1976.

Kendall, F.P., McCreary, E.K., Provance, P.G., Rodgers, M., & Romani, W. *Muscles: Testing and Function, with Posture and Pain*. 5<sup>th</sup> edition. Lippincott, Williams & Wilkins, 2005.

Kettienbach, G., *Writing SOAP Notes*. 2<sup>nd</sup> edition. FA Davis, 1995.

Kisner, C., Colby, L.A., *Therapeutic Exercise: Foundations and Techniques*. FA Davis, 2002.

Knight, K.L., *Assessing Clinical Proficiencies in Athletic Training: A Modular Approach*. 3<sup>rd</sup> edition. Human Kinetics, 2001.

Knight, K.L., *Cryotherapy in Sport Injury Management*. Human Kinetics, 1995.

Konin, *Clinical Athletic Training*. Slack, 1997.

Konin, J.G., *Special Tests for Orthopedic Examination*. 2<sup>nd</sup> edition. Delmar Learning, 2002.

Lavangie, P.K., Norkin, C.C., *Joint Structure and Function: A Comprehensive Analysis*. 3<sup>rd</sup> edition. F.A. Davis Company, 2001.

Magee, D.J., *Orthopedic Physical Assessment*. 4<sup>th</sup> edition. W.B. Saunders Company, 2002.

McArdle, et al., *Essentials of Exercise Physiology*. Williams & Wilkins, 1995.

Mellion, M.B., et al., *The Team Physician's Handbook*. 2<sup>nd</sup> edition. Hanley & Belfus, 1997.

Michlovitz, S.L., *Thermal Agents in Rehabilitation*. 3<sup>rd</sup>, edition. F.A. Davis Company, 1996.

Moore, K.L., Dalley, A.F., *Clinically Oriented Anatomy*. 4<sup>th</sup> edition. Lippincott Williams & Wilkins, 1999.

*NATA Code of Ethics*

*NATA Recertification Guidelines 1994-1996*

Norkin, C.C., White, D.J., *Measurement of Joint Motion: A Guide to Goniometry*. 3<sup>rd</sup> edition. F.A. Davis Company, 2003.

O'Keefe, Brady, *Emergency Care*. Prentice Hall, 1998.

Perrin, *Athletic Taping and Bracing*. Human Kinetics, 1995.

Pfeiffer, R.P., Mangus, B. C., *Concepts of Athletic Training*. 4<sup>th</sup> edition. Jones & Bartlett Publishers, 2004.

Prentice, W.E., *Techniques in Musculoskeletal Rehabilitation*. 1<sup>st</sup> edition. McGraw-Hill/Appleton & Lange, 2001.

Prentice, W.E., Arnheim, D.D., *Arnheim's Principles of Athletic Training: A Competency-Based Approach*. 11<sup>th</sup> edition. McGraw-Hill, 2002.

Prentice, W.E., *Therapeutic Modalities: For Sports Medicine and Athletic Training*. 5<sup>th</sup> edition. McGraw-Hill, 2002.

Prentice, W.E., *Rehabilitation Techniques for Sports Medicine and Athletic Training*. 4<sup>th</sup> edition. McGraw-Hill, 2003.

Prentice, W.E., Arnheim, D.D., *Essentials of Athletic Injury Management*. 6<sup>th</sup> edition. McGraw-Hill, 2004.

Prentice, W.E., *Therapeutic Modalities in Rehabilitation*. 3<sup>rd</sup> edition. McGraw-Hill, 2005.

Rankin, J.M., Ingersoll, C.D., *Athletic Training Management: Concepts and Applications*. 2<sup>nd</sup> edition. McGraw-Hill, 2001.

Ray, Wiese, *Counseling in Sports Medicine*. Human Kinetics, 1999.

Ray, R., *Management Strategies in Athletic Training*. 2<sup>nd</sup> edition. Human Kinetics, 2000.

Robinson, A.J., Synder-Mackler, L., *Clinical Electrophysiology: Electrotherapy and Electrophysiologic Testing*. 2<sup>nd</sup> edition. Lippincott Williams & Wilkins, 1995.

Starkey, C., Ryan, J.L., *Evaluation of Orthopedic and Athletic Injuries*. 2<sup>nd</sup> edition. F.A. Davis Company, 2002.

Starkey, C., *Therapeutic Modalities*. 3<sup>rd</sup> edition. F.A. Davis Company, 2004.

*Taber's Cyclopedic Medical Dictionary, 19<sup>th</sup> edition*. Venes, D., Huckleberry, R., & Thomas, C.L. editors, F.A. Davis Company, 2001.

Valmass, *Clinical Biomechanics of the Lower Extremity*. Mosby, 1996.

Wilmore, J.H., Costill, D.L., *Physiology of Sport and Exercise*. Human Kinetics, 1994.

Ziegler, T., *Management of Bloodborne Infections in Sport: A Practical Guide for Sports Healthcare Providers and Coaches*. Human Kinetics, 1997.

BOC Exam References can also be found at:

[http://www.bocatc.org/index.php?option=com\\_content&view=article&id=106&Itemid=114](http://www.bocatc.org/index.php?option=com_content&view=article&id=106&Itemid=114)

## **APPENDIX H – Suggested Journals / Periodicals**

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American Journal of Sports Medicine  
American Journal of Physical Medicine  
Archives of Physical Medicine and Rehabilitation  
Athletic Therapy Today  
International Journal of Sports Medicine  
Journal of the American Physical Therapy Association  
Journal of Applied Physiology  
Journal of Athletic Training  
Journal of Biomechanics  
Journal of Bone and Joint Surgery  
Journal of Canadian Athletic Therapists Association  
Journal of Orthopaedic and Sports Physical Therapy  
Journal of Physical Therapy  
Journal of Rehabilitation  
Journal of Sports Medicine and Physical Fitness  
Journal of Sports Medicine  
Medicine and Science in Sports and Exercise  
Physical Therapy Reviews  
Physician and Sports Medicine  
Physiotherapy

## APPENDIX I – ATS Statement of Agreement

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### Athletic Training Program STUDENT CONTRACT

As an athletic training student in the Athletic Training Program (ATP) at the University of Akron, students must agree to abide by the guidelines, expectations, policies and procedures outlined in the Student Handbook in order to retain a position in the program. Students will be given a copy of the Student Handbook upon admittance to the ATP and will be provided with written notification of updates and revisions.

Students will complete the following Statement of Agreement acknowledging receipt of the ATP Student Handbook Manual and agreement to follow the established guidelines, expectations, policies and procedures. A copy of this agreement will remain in the student's file.

### STATEMENT OF AGREEMENT

I, \_\_\_\_\_, have received and read the expectations herein set  
Student's Name (Print)  
forth by the UA Athletic Training Education Program Student Handbook, Policy and Procedure Manual. I have had the opportunity to ask questions to clarify any of the guidelines, expectations, policies and procedures that are discussed in this manual.

I agree that I will abide by these expectations to retain my position as a student in the Athletic Training Education Program. I understand that failure to comply with any of these expectations may result in a probationary period and possible termination from the ATP.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Director or Clinical Education Coordinator